

THE TOWN OF BLACKSBURG, VIRGINIA



is Recruiting for the Position of
Director of Planning and Building

Send resumes by October 31, 2007 to:

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Town Profile

Town of Blacksburg, Virginia

Town Profile

Blacksburg is a beautiful town located in the New River Valley of Virginia, and serves as the hub of the Roanoke/New River Valley region. The town was incorporated in 1871 and was named after William Black, who donated the initial thirty-eight acres that were laid out in a grid pattern and is now referred to as the “Sixteen Squares.” Blacksburg has grown from a town of a few dozen families to a population estimated at 44,990, making it the largest town in Virginia. The Town is comprised of a healthy, highly educated and diverse population, making it a very progressive community with a high quality of life.



Under the Virginia form of government, Blacksburg is part of Montgomery County and provides a wide range of services to its citizens. The area enjoys a robust economy and the Town has developed a premier plan for its ongoing development. A major commercial project known as the “Kent Square Project” is Blacksburg’s first new downtown office building in years and the second phase was completed in 2005. The \$3 million Kent Square North offers 21,000 square feet of retail and office space and four residential apartments. It complements the \$17 million Kent Square, which opened in 2004. The larger of the two buildings, Kent Square has 80,000 square feet of retail and office space, 15 apartments and a 380-space public parking garage. The project expands the mix of retail and commercial space along with much needed parking for downtown visitors. The Town believes Kent Square will serve as a catalyst for more businesses and professionals, and more parking in the downtown area, and is the first of a number of significant redevelopment efforts in the community. The Town is also working on redevelopment plans for several older commercial areas and will be focusing a significant amount of energy in this area in coming years.



The Town is also experiencing exciting redevelopment and development opportunities. Smith Landing, a commercial, residential hotel complex on the south side of US 460 will soon be under construction reusing an existing hotel site. ‘Game Day’ condominiums are being built throughout the community. The First and Main project along South Main Street which will be built in three phases features a ‘lifestyle’ type of development not previously experienced in Blacksburg and includes a Cinema (44,000 sq.ft.), retail/personal services (106,000sq.ft.) and restaurants (25,000sq ft) in Phase I.

Downtown Blacksburg contains a unique collection of specialty retail stores along with many wonderful restaurants. The restaurants offer a wide variety of foods and cuisines to choose from. Other businesses in the downtown area include banks, dry cleaners, shoe repair and other service businesses. The retail sector outside the downtown area, while experiencing change during the past few years, remains healthy. With the continued development of a regional shopping area just to the south of the corporate limits attracting national franchise outlets, the Town has begun to meet the challenge by developing specialty niches geared toward the student sector of the university population. This trend is reflected in recent additions of ethnic-oriented grocery stores and restaurants targeting the diverse population common to a University community.

Along with the development of “niches” for targeted populations, Blacksburg also actively pursues special events that bring visitors and associated revenue to the Town. Events include the Town’s popular “Steppin’ Out” celebration, road races and other events which take advantage of the Town’s assets.

In 2001 Blacksburg was named one of the “10 Dream Towns” in the United States by Outside magazine. In 2005, the Town was ranked within the top fifty communities in which to live by Men’s Journal magazine. In 2007, Money Magazine ranked the Town in the top 10 best places to retire young, while Forbes ranked them in the top 25% of best small places for business and careers.

The economic outlook for the Town of Blacksburg is stable. Managed growth, strongly supported by the governing body and citizens, coupled with stability defines the character of the municipal corporation for the near future.

The overall cost of living in Blacksburg is well below the national average, and makes the community a very affordable place to live and work. A wide variety of housing types and styles are available in the Town, with a median priced home valued at \$233,400. The Town’s median family income is \$51,810 per year, with 85% of the Town’s residents having a college education.

Blacksburg is a community which prides itself in civic and neighborhood involvement, and maintains a high level of interaction between citizens and the government. Citizen participation in town government is particularly evident in the many advisory groups appointed by the Town Council. The Town recognizes twenty-six neighborhood groups and has over two hundred fifty citizens involved in Council appointed Boards, Commissions and Committees. The Town is part of the nationally recognized ‘Blacksburg Electronic Village,’ which allows the Town to reach out to citizens, share information and interact with residents utilizing the internet.



Blacksburg is a family-oriented town. It has a low crime rate and is widely regarded as safe and secure. There are numerous parks to choose from making the Town an excellent venue for the outdoors lover.



The Town of Blacksburg is part of the Montgomery County School System. Blacksburg’s public school system is made up of five elementary schools, one middle school, and one high school, with a total enrollment of 3,847 students. The public school system enjoys a reputation of turning out excellent and well-prepared students, and has a low teacher to student ratio offering each child an opportunity to obtain the best education possible. Several private schools also operate facilities within the region.

Impact of Virginia Tech

Blacksburg is home to Virginia Tech. The Town’s major employer, Virginia Tech, an ACC member is the largest university in the Commonwealth and is situated on over 2,600 acres with more than 100 buildings located on its campus. The university continues to position itself as a major research institution, with a high level of effort currently concentrated on Intelligent Vehicle Highway System (IVHS) technology. Growth in technology-based research and the spawning of businesses from the Corporate Research Center reflect well on the area and the wealth of resources offered by a major academic institution makes the town an attractive venue for businesses.



The presence of Virginia Tech as a corporate citizen brings significant advantages to the economy of the Town. The combination of approximately 26,000 students and 6,000 faculty and administrators bring significant buying power to the merchants and tax base of the Town. Virginia Tech offers the stability essential to local government.

Local industry serves as a strong complement to the presence of Virginia Tech. Manufacturers active in the production of automobile components and electronic/fiber optic technology continue to provide an employment base that contributes significantly to the economy of the Town. Recent expansion of a worldwide distribution center in the Town's industrial park adds to the economic growth of the area.

The university, because of its excellent reputation, attracts some of the best young minds from around the country, and the university's interaction with the community creates a tremendous synergy, resulting in many creative partnerships and programs within both the private sector and with the Town. The university brings unique facilities, laboratories, libraries, and jobs to the community, and the economic impact of students and visitors to the University throughout the town is significant. The university also provides a talented workforce for local businesses, a performing arts center, theatre, and lecturers from the world over.

Form of Government

Since 1962, the Town of Blacksburg has been organized under the Council-Manager form of government. The Blacksburg Town Council serves as the legislative body of the local government and is responsible for adopting all ordinances and resolutions, approving the annual operating and capital budgets, setting all tax rates, approving the five year Capital Improvement Program, setting all user fees, making land use and zoning decisions, and establishing long-range plans and policies.

The Council is comprised of seven members elected on an at-large basis for staggered terms of four-years. The Mayor is elected and has the same powers and duties as other Council members, including the right to vote on matters brought before the governing body.

The Council appoints the Town Manager to act as the administrative head of the Town. The Manager serves at the pleasure of Council, carries out the Council's adopted policies, directs business procedures, and has the power of appointment and removal of all Town employees except the Town Attorney and the Town Clerk, who are also appointed by the Council. The Town includes several operating departments and administrative offices. The Recommended Fiscal Year 2007/2008 budget for all funds totals \$48.5 million. Currently the town staff consists of 266 employees who are involved in a wide range of service provisions to the Town's citizens.

Town Departments and Services

The Town of Blacksburg provides a wide range of services to its citizens. Services provided include parks and recreation, housing inspection and community development programs, public transit, public works, police, planning and zoning, and water, sewer and refuse services. The Town has an aggressive rental housing inspection program and is creative in its approaches to land use planning and zoning issues. The Town attempts to develop programs and serve the citizens in a proactive manner, anticipating issues and working toward carefully crafted community-based solutions. Fire protection and emergency medical services' are provided by an all volunteer force to which the Town contributes funding on an annual basis. Major departments which fall under the direction of the Town Manager include:

Planning and Building

The Planning and Building Department provides the citizens of Blacksburg with a full range of short and long range planning and inspection services. The Department has recently been formed by separating planning, inspections and engineering duties formerly housed under the Department of Planning and Engineering, reorienting and reemphasizing the Town's focus on high quality planning and inspection services with a renewed emphasis on customer service. The Department currently houses a Director, Office Manager, Zoning Administrator, Building Official and various staff who oversee and manage building, development and code enforcement related issues in the Town. Through an active partnership with the community, the Town Council, Planning Commission, the Board of Zoning Appeals and the Building Code Review Board and other special task forces and advisory groups the Planning and Building Department works to assist in management of the Town's growth by promoting the highest quality of development and customer service possible in the community. The Department is responsible for both short and long-range planning on a community-wide and neighborhood basis, analysis of trends related to growth and development within the Town, administration of development related ordinances and

processing site plan reviews, subdivision and inspections for various building and development related activities. The Department is also responsible for receipt of all construction plans for review to ensure conformance with codes, responding with comments when necessary and processing and issuing permits. In addition, the Department inspects all building projects for compliance with building codes and Town ordinances; conducts all final inspections and issues certificates of occupancy. Planning and Building staff respond to citizen complaints and concerns; provide liaison with local builders and offer training on Building Code issues.

Engineering and GIS Services

The Engineering and GIS Services Department is a new department which includes all Town civil, utility, stormwater, traffic and transportation engineering plan development and review functions for the Town. In addition, the Department manages and updates all GIS functions and system updates for the Town's public access, planning and engineering functions. The Department also serves as the lead agency for the Virginia Department of Transportation's Urban Initiative.

Community Relations Office

The Community Relations Office, is also a new function of Blacksburg Town government, and functions as a division of the Town Manager's Office. The Office provides all community outreach functions from Blacksburg government to neighborhood groups, citizens and the business community, coordinates Blacksburg's public access television channel, serves as the Town's public information office and coordinates the Blacksburg Museum.

Housing and Neighborhood Services

The Town's Housing and Neighborhood Services, a division of the Town Manager's Office, is a relatively new function of Town government. The Department was created in 2004 as the result of two major events. In 2003, the Town was awarded its first major Community Development Block Grant (CDBG) for a comprehensive community development project. In 2004, the Town was officially designated by the U.S. Department of Housing and Urban Development (HUD) as an entitlement community and became eligible to receive up to \$774,000 per year for mostly low-moderate income programs and services. The department is actively engaged in housing rehabilitation programs, neighborhood redevelopment and affordable housing programs for the community.

Human Resources

The Human Resources Office, also a division of the Town Manager's Office, provides personnel related services to the Town's employees and serves as the primary agency for recruitment and selection of employees. The Department also serves as a partner to the Town's various departments by providing training opportunities for employees, benefit communication and administration, employee recognition and compensation review.

Financial Services

The Department of Financial Services is responsible for all financial functions within the Town and provides timely financial and other information services and ethical procurement services to the citizens and Town departments. The department is active in preparation of the Town's budget, investing idle funds, taking advantage of vendor discounts, assessing, billing and collecting Town taxes, permit charges and fees, utility charges and other revenues when due and properly accounting for Town receipts and disbursements. The Department also manages all tax relief programs enacted by the Council. The Department has been recognized by the GFOA for preparation of understandable budget documents and complete financial statements for over twenty-five years.

Parks and Recreation

The Parks and Recreation Department operates a full range of indoor and outdoor programs geared to the needs of the citizens of Blacksburg and are supported by a combination of fees and general fund support. Indoor facilities include an aquatics center, community center with fitness center and senior center. Outdoor facilities include a golf course, several municipal parks, a nature center, trails and arboretum. Departmental staff, working with the Town's Recreational Advisory Committee, is actively engaged in expanding recreational programs, activities and facilities and programs for the community.

Police

The Blacksburg Police Department provides quality law enforcement and police services to the citizens of the Town and has grown to a department of 74 full-time and 8 part-time employees. In 1993, the Police Department achieved and has since maintained national accreditation status from the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Department provides routine patrol car, motorcycle and bicycle patrols, a D.A.R.E. program, crime prevention services, criminal investigations, communications, traffic and traffic safety services, neighborhood traffic control, parking enforcement and a full range of community policing services. The Department actively works with the community in enhancing community policing and works in partnership with citizens and local businesses to promote, encourage and enact ways to maintain a low crime rate, increase public safety and enhance our quality of life. The Town's crime rate is relatively low and clearance rates for crimes remain relatively high.

Public Transit

The Town provides public transportation for the community through Blacksburg Transit (BT), a Town-wide public transit service provided to the residents of Blacksburg since 1983. Both accessible fixed route bus service, as well as door-to-door accessible van service for those needing it are available and serve approximately 1,950,000 riders per year. A fleet of thirty-one buses and eleven specially equipped vans and small buses along with trained drivers are provided to give disabled individuals equivalent access to public transportation. The system is financed via a combination of federal and state grants, contributions from Virginia Tech and the Town of Christiansburg and fare box revenues. No general fund support is required from the Town.

Public Works

The Town's Public Works Department is responsible for maintenance and construction of streets and sidewalks, storm water management and conveyance maintenance, water, sewer and refuse services for the Town. The Blacksburg-Christiansburg-VPI Water Authority, of which the Town is a member, delivers and sells wholesale water to the Town. The Water Authority currently has the capacity to supply 12.4 million gallons per day. Average daily consumption is approximately 6.5 million gallons for the system, and the Town's consumption is 3.1 million gallons. The Town has 120 miles of water mains, four booster stations and five water tanks, with a total capacity of 5.0 million gallons. The Blacksburg-VPI Sanitation Authority, of which the Town is also a member, operates one treatment plant at Stroubles Creek. Total capacity is 9.0 million gallons per day, with approximately 5.8 million gallons per day being treated. The Town owns 16 pumping stations and 109 miles of sanitary sewer. Blacksburg's refuse and recycling collection is performed by a private contractor. Citizens are assessed a nominal fee as part of their utility bill for refuse and recycling service. The Town's Public Works Department is also responsible for maintenance of Westview Cemetery.

Technology

The Town of Blacksburg is making the necessary investments in information technology and software, which through careful planning and technical execution to provide its citizens with a return on investment in the form of improved municipal services.

The primary functions of the Technology Department are to deliver a reliable technology infrastructure, to provide excellent customer service, and to maintain and improve current information technology. As an "Electronic Village" the Town has committed to a high degree of technological use in its business processes and in providing information to a highly educated and technology aware population. The Town's draft Technology Plan further outlines this commitment and the ways in which the Town is committed to improving internal functions and processes as well as improving access and service to Town citizens and businesses.

Mission and Values Statement

In 1992, the Town Council, with input from citizens and employees, adopted a Mission and Values Statement which was revised by Council in 2004. Their mission is:

To support a dynamic community by providing effective municipal services and enhancing Blacksburg's quality of life.

The Government of Blacksburg values: Integrity, Customer Service, Community pride, Leadership, Fiscal responsibility, Innovation, Open Government, Citizen Involvement and Public safety.

Community Values

There are many values held by the Blacksburg community, each reflected in the unique character of the town. Citizens have indicated their high level of satisfaction with the “quality of life” Blacksburg has to offer. Quality of life is defined by a variety of factors such as education, recreation and natural or cultural features that are unique to a community. Quantitative information including economic indicators, vital statistics and population data, education and health figures and other demographic data from the U.S. Bureau of the Census describes part of the quality of life of an area. The opinions and experiences of the community embody the essence of the total quality of life. Quality of life is determined by the values of a community. In order to maintain or improve overall quality of life, these underlying community values must be maintained and respected. The following are key community values of the citizens of Blacksburg.

Small town feel and atmosphere has consistently been ranked high by the citizens as they identify what they like most about living in Blacksburg. Like quality of life, small town feel cannot be easily quantified. The following items have been identified by citizens as contributing to Blacksburg's small town atmosphere: people are friendly and you know your neighbors; a comfortable, relaxed attitude; a feeling of security and a low crime rate; the beauty of the natural environment; the presence of good schools and public services; community festivals and fairs; a traditional, historic downtown; a feeling of high citizen commitment to the community; managed growth and development; convenient access throughout Town; a pedestrian oriented Downtown; an easy going lifestyle; an attitude of conservation and strong recycling program; pride in our history; an attractive community appearance with many flowers and gardens in both public and private spaces.

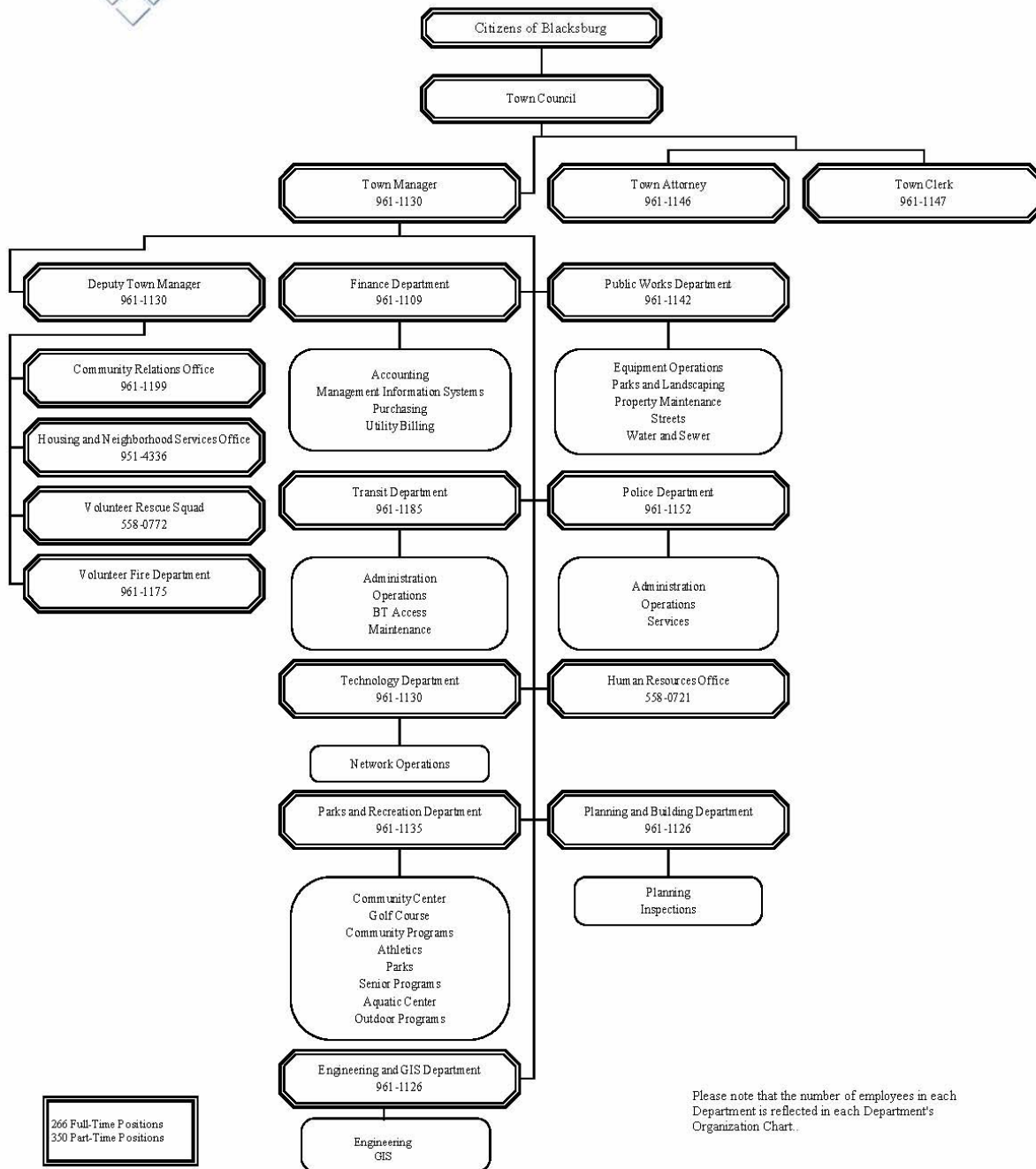
High Performance Organization

In February of this year the Town initiated the concept of creating a “High Performance Organization”. The Town is six months into the process of defining and creating a high performance culture in Blacksburg. Simply put, the Town is looking at how the Town, as an organization got to where it is today, how the staff currently does things, and how the staff needs to adapt in order to be successful in the future. The Town Council, Manager and staff of the Town of Blacksburg have decided that the Town government and the Town, itself, should be an organization that is both a special place to work for employees and a special place to live for citizens. The Town staff will work together to achieve these goals and continue to build upon the excellent results the Town has already achieved.



Town of Blacksburg

Organization Chart



To learn more go to www.blacksburg.gov

Director of Planning and Building Profile

Education and Experience

Any combination of education and experience equivalent to a Bachelor's Degree in Regional, County, or Municipal Planning, Architecture, or a related field and eight to ten years progressively responsible experience is required. A Master's Degree in Planning, Public Administration, or related field is preferable, as is AICP certification or AIA licensure in Virginia. Expertise in Zoning Administration and Comprehensive Planning in a local government is required. The Director will be responsible for implementing strong community desires for managed growth, sustainable development, environmental stewardship, downtown and commercial sector enhancement and highly responsive customer service.

Skills and Past Performance

Administrative Ability: Demonstrated ability to implement, administer, and evaluate planning and development department related programs. Ability to organize tasks and to allocate staff and resources needed to complete assigned work within approved deadlines. Demonstrated ability to adhere to and enforce legal requirements and processes in compliance with local building, zoning and subdivision ordinances and regulations. Ability to coordinate and integrate all aspects of Town development requirements, regulations, and approval processes.

Council/Board/Commission Relations: Demonstrated ability to work with and support the activities of the Town Council and assigned boards and commissions such as the Planning Commission, the Board of Zoning Appeals, the Board of Building Code Appeals and special task forces. Familiarity with and provision of oral and written reports required. Must have the ability to serve as a consultant and advisor to Town decision-makers and provide them with relevant, objective information related to a wide range of community development and development related regulatory issues.

Supervisory skills: Ability to supervise employees directly and through subordinate supervisors. Demonstrated ability to communicate expectations to staff and to keep staff apprised of information they need to perform assigned duties. Ability to motivate and direct staff as the Town works towards its goal of becoming a high performance organization. Must demonstrate the ability to establish and monitor performance goals, provide ongoing feedback to staff members, and to evaluate staff performance. Ability to assess the need for and obtain training and resources for staff. Demonstrated ability to provide coaching and positive on-the-job training to staff.

Budget and finance: Prior experience in managing a local government department or program budget of comparable size is highly desirable.

Professional skills: Considerable knowledge of zoning, subdivision, building code and development related practices. Demonstrated ability to interpret building and development related ordinances and to develop and present policy recommendations to the Town Manager, Town Council and the Town's boards, commissions and special task forces. Demonstrated ability to collect and analyze large amounts of complex data, to identify impacts of proposed developments and to conduct studies related to community development functions and planning, zoning, and land use issues. Demonstrated ability to review building plans, engineering, architectural and technical drawings and documents and conduct site plan reviews, visits, and inspections to ensure compliance with Town ordinances and regulations.

Interpersonal relations: Demonstrated ability to establish effective working relationships with elected officials, Town department heads, neighborhood association representatives, developers, contractors, property owners, attorneys, and others. Ability to respond in a timely manner to questions and complaints from public interest groups, the general public, property owners, and developers. Must possess excellent communication skills, including the ability to listen and communicate orally and in writing with all segments of the community. Ability to represent the Town effectively at statewide and regional meetings. Must be able to present a positive image of the Town to the community at large.

Professional Skills and Management Style

- Strong analytical skills, creative, an idea person, effective in prioritizing and managing multiple, complex tasks while employing strong management and leadership skills to ensure outcomes
- Comfortable in the use of technology in accomplishing everyday tasks and in developing effective presentations
- Excellent presentation skills, including the ability to explain complex technical issues planning, community development and building issues and processes in everyday language to a wide range of individuals
- Anticipates and is attentive to the needs of the Town Manager, Town Council, boards and commissions and special task forces appointed by the Town
- Team player who pays attention to and responds to the needs of other Town departments
- Motivates staff to perform to the highest level of performance on a consistent basis. Clearly establishes expectations for staff and holds staff accountable for completing assigned tasks in a timely manner.
- Communicates effectively, orally and in writing, with other Town officials, a wide variety of citizens and neighborhood groups and the building and development community
- Hard working, self starter, able to work with minimal supervision
- Creative problem-solving and negotiation skills which are directed toward developing ‘win-win’ outcomes
- Fair and consistent in interpreting and applying policies, ordinances, and regulations
- Responsive in a timely manner to requests from elected and appointed officials, citizens, neighborhood groups and the building and development community

Personal Traits

- Change oriented, enthusiastic, a people person
- Well organized
- Ethical and honest, open and candid
- Mature and self confident
- Tactful, discreet, diplomatic
- Good sense of humor
- Apolitical

Compensation and Benefits

The salary for the position is negotiable, within a hiring range low \$70's to low \$100's dependent upon candidate's prior accomplishments, education and experience. The Town provides excellent benefits that include fully paid retirement, long-term disability insurance, life insurance, and employee medical insurance, professional dues and conference expenses. Moving expenses will be reimbursed by the Town. Residency within the Town of Blacksburg required within reasonable time of appointment.

To learn more go to www.springsted.com

Application and Selection Process

The application deadline is October 31, 2007. To be considered, please submit a resume to:

John A. Anzivino
Springsted Incorporated
1564 East Parham Road
Richmond, VA 23228-2360

Phone: (804) 726-9750
Fax: (804) 726-9752
E-Mail: richmond@springsted.com

Following the filing date, resumes will be screened by the Town Manager based on the criteria approved by the Town. After a process which will include preliminary interviews and reference checks for those candidates who are determined to be best suited for the position, a group of finalists will be selected by the Town Manager for further consideration. The finalists should be interviewed in Blacksburg during the month of November 2007.

The Town of Blacksburg is an Equal Opportunity Employer

